



Housing & Community Development Department

925 Laney-Walker Boulevard, 2nd Floor

Augusta, Georgia 30901

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2016

Community Improvement Program Design

(Part I of Application Package)

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM

Executive Summary

Augusta, Georgia is an Entitlement Jurisdiction designated by the U.S. Department of Housing and Urban Development (HUD) to receive formula-based housing and community development funding allocations each year. The Augusta Housing and Community Development (AHCD) Department is in the process of planning for the development of the City's second Action Plan (AP) of its 5-year Consolidated Plan (CP) covering Years 2015 through Year 2019. The AP is a prerequisite to funding for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) programs.

Each year (2015-2019), an Action Plan must be developed that describes the specific projects and activities that the City will undertake to address the priority needs identified in its 5-year CP. To develop the Action Plan, the City is required by the CDBG law to conduct public hearings so that the public can express its views, convey their housing and community development needs

and have the local government respond to proposals for the use of Federal funds. In compliance with the law, the Augusta Housing and Community Development Department will conduct two (2) public hearings. The **first** public hearing will be held at the beginning of the development of the Action Plan and a **second** public hearing will be held once the Proposed Action Plan has been approved by Commission.



SCHEDULE OF PUBLIC HEARINGS:

Date	Time	Location
April 14, 2015 Tuesday (For development of plan)	6:00 P.M.	Augusta Municipal Building 535 Telfair Street, Community Room Augusta, GA 30901
TBA (Plan complete, seek comments)	6:00 P.M.	Augusta Municipal Building 535 Telfair Street, Community Room Augusta, GA 30901

For Year 2016, the City anticipates receiving and having available a total of \$3,972,372.00 as outlined below:

Program	Estimated Entitlement Allocation \$'s	Program Income \$'s	Total \$'s
CDBG	1,689,993.00	\$ 150,000.00	1,839,993.00
ESG	151,819	\$ 0.00	151,819.00
HOME	673,471.00	\$ 235,000.00	908,471.00
HOPWA	1,072,089.00	\$ 0.00	1,072,089.00
Total	\$ 3,587,372.00	\$ 385,000.00	\$3,972,372.00

PRE-QUALIFICATION CRITERIA FOR SUBMITTING AN APPLICATION

To apply for CDBG, ESG, HOME and HOPWA funds, Project Sponsors/Applicants must meet the following criteria at the time of Application:

- Must have attained status as a 501(c)(3) non-profit agency for at least 12 months; and have 12 months of experience or, 24 months experience operating under another organization or entity that has this designation.
- Must be registered and licensed as required to do business in the State of Georgia at the time of application.
- Must provide with the application a financial statement covering the past 12-month period. If the organization's annual income exceeds \$500,000, an independent audit covering this period must be submitted.
- Must submit copy of written financial management procedures, including policies/procedures for (a) managing and tracking cash receipts/disbursements, (b) budgeting, (c) purchasing or procurement and (d) program income.

For agencies currently receiving CDBG, ESG, HOME and/or HOPWA funds, the agency must be in compliance with all terms and conditions of its previous years' contract agreement and must not have had any outstanding HUD or City monitoring findings.

Applications will be available and submitted online. Sample applications will be available at the "HOW TO APPLY" workshop:

Thursday, April 16, 2015 - 10:00 a.m. to 12:30 noon

Old Government House

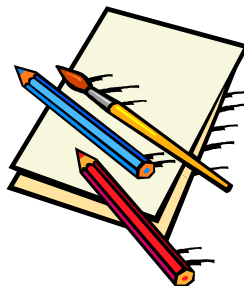
432 Telfair Street

Augusta, Georgia

&

online at the City's website: www.augustaga.gov/hudapplications.com

IMPORTANT! It is MANDATORY that all potential applicants attend the Application Workshop.



PROGRAM DESIGN

I. PROGRAM DESIGN

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

The Community Development Block Grant Program was authorized as a result of Title I of the Housing and Community Development Act of 1974, as amended. This program provides the City of Augusta and other local governments with the opportunity to develop viable communities by funding activities that provide decent housing, a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. Funds are awarded to carry out a wide range of community development activities directed toward neighborhood revitalization, economic development and the provision of improved community facilities and services. The program is administered and funded through the U.S. Department of Housing and Urban Development which makes available annual allocations to local participating jurisdictions to carry out the purposes and objectives of the Program.

A. What are the National Objectives of the CDBG Program?

CDBG funding is restricted to activities that meet one of three primary national objectives:

1. To benefit low- and moderate-income persons: Projects under this objective must either directly or primarily benefit low- and moderate-income Augusta residents (as defined by Section 8 Income Guidelines; see below) or serve low- and moderate-income areas of the City.

<u>Year 2015 Income Limits</u>				
Median Income = \$59,100				
Family Size (persons)	a. Extremely Low Income (0% - 30% of Median)	b. Low Income (31% - 50% of Median)	c. Low/Moderate Income (51% - 80% of Median)	d. Not LM
1	\$0-12,450	\$0-20,700	\$0-33,150	\$33,151+
2	\$0-15,930	\$0-23,650	\$0-37,850	\$37,851+
3	\$0-20,090	\$0-26,600	\$0-42,600	\$42,601+
4	\$0-24,250	\$0-29,550	\$0-47,300	\$47,301+
5	\$0-28,410	\$0-31,950	\$0-51,100	\$51,101+
6	\$0-32,570	\$0-34,300	\$0-54,900	\$54,901+
7	\$0-36,650	\$0-36,650	\$0-58,700	\$58,701+
8	\$0-39,050	\$0-39,050	\$0-62,450	\$62,451+

2. To eliminate slums and blight by directly addressing these conditions in individual facilities or areas. For a project to meet this objective, it must be designed to address the

conditions causing the slums and blight. Generally, areas of slums and blight are determined by the City, though activities designed to remove a specific blighting condition can be considered. The City's designated slum/blight area is bounded by: (North) Savannah River; (East) East Boundary (South) Laney-Walker Boulevard (West) 15th Street.

3. To meet urgent needs (serious and immediate threat to the health and welfare of the community). This category is rarely used because CDBG funding cannot be made available quickly and serious health and safety concerns must be addressed promptly. Therefore, the City is not soliciting proposals for this category.

B. What Activities Are Eligible for CDBG Funding?

Some of the specific projects that can be carried out with Block Grant funds include the following:

1. Acquisition of real property
2. Disposition of real property acquired with CDBG funds
3. Acquisition, construction, or renovation of public or private facilities, e.g. parks, sewers, neighborhood centers and street improvements
4. Demolition and clearance
5. Social services and job training and placement activities (Federal regulations restrict funding in this category to no more than 15% of the City's entitlement plus program income from the previous year.)
6. Interim assistance (snow removal, special clean-up, etc.) in emergency conditions
7. Completion of urban renewal activities (included in approved U.R. plans)
8. Relocation payments and assistance
9. Improvements needed to remove architectural barriers for persons with disabilities
10. Acquisition, construction, installation of utility lines and facilities
11. Assistance with housing constructed or rehabilitated under the Housing Development Grant or Rental Rehabilitation programs
12. Rehabilitation of private or public residential units, including:
 - a. Acquisition for the purpose of rehabilitation;
 - b. Funding labor and/or materials;
 - c. Refinancing existing debt in conjunction with rehabilitation;
 - d. Improving energy and water conservation;
 - e. Connecting housing units to water or sewer lines; and
 - f. Providing support services such as counseling, work write-up, loan processing, inspections;
13. New construction of residential rental property for low-income households
14. Assistance to micro-enterprises
15. Code enforcement
16. Preservation or restoration of historic properties
17. Renovation of closed school buildings for eligible reuse
18. Special Economic Development activities which provide:
 - a. Commercial or industrial improvements carried out by grantee or non-profit subrecipient including acquisition, construction, reconstruction, or construction of commercial or industrial buildings, structures and other real property equipment and improvements; or

- b. Assistance to private for-profit entities for any activity determined to be “appropriate” to carry out an economic development project that: 1) creates or retains jobs for low- and moderate-income persons; 2) creates or retains businesses owned by community residents; 3) assists businesses that provide goods or services needed by and affordable to low- and moderate-income residents; or 4) provides technical assistance to promote such activities.
- 19. Special activities by a Community Based Development Organization (CBDO) for the purpose of providing neighborhood revitalization, community economic development, or energy conservation. Activities carried out by the following types of organizations:
 - a. Neighborhood-based non-profit organizations
 - b. Section 301 (d) Small Business Investment Companies
 - c. Community Housing Development Corporations (CHDOs)
- 20. Planning, management and program administration activities, including fair housing

Certain types of projects are ineligible for assistance from the CDBG program. The following types of activities generally are ineligible:

- 1. Construction of or improvements to general government buildings and schools.
- 2. Routine operation, maintenance and repair activities for public facilities and services.
- 3. Assistance to churches or church-affiliated organizations are not eligible, unless a clear separation of purpose, mission and organizational relationship can be established between the church and CDBG-funded projects.
- 4. Any costs already incurred by an organization prior to receiving a signed agreement from the City.

C. What are the Limitations on the use of CDBG Funds?

- 1. At least 70% of the grant must be used for activities primarily benefiting low- and moderate-income households.
- 2. No more than 15% of the total amount of the current grant plus prior year program income can be spent on “public services”, which includes social services and job training programs.
- 3. No more than 20% of the grant can be spent on program administration costs, which includes planning, management and technical assistance to citizens, and fair housing programs.

D. Eligible Project Sponsors

Proposals will be accepted from local 501(c)(3) non-profit corporations, local Community Housing Development Organizations (CHDO), Community Based Development Organizations (CBDO) and governmental agencies.

Note - all homeless service providers must develop a homeless service plan

E. What are the Funding Priorities?

For the CDBG Program (*grant funds are to be reimbursed for eligible expenditures*), proposals will be accepted for the following activities:

<i>Activity</i>	<i>Maximum Grant Award To Individual Subrecipient/Agency/Project</i>						
Economic Development	Depends on the scope of the project, beneficiaries and need for CDBG funds.						
<p>Public Facility & Improvements</p> <ul style="list-style-type: none"> Applicant must have Certificate of Title or Warranty Deed (submit documentation with application) <u>For the Estimated Cost of Work</u> Client must have an estimated assessment from licensed contractors or an estimate from a licensed home inspector/consultant, or a national recognized estimating program (i.e. Means Home Estimator must be used). A 20% deposit of the grant amount requested is required to cover the upfront pre-development costs (Architectural, Engineering, etc.). Further, if the project grant covers all pre-development and construction costs to complete the project, the initial deposit (of 20%) will be refunded to the grantee (<i>see Example #1 below</i>). However, if the grant amount does not cover the costs to complete the project, the Sub-Recipient will be responsible for the overage of funds needed to complete the project (<i>see Example #2 below</i>). See Examples (2) below..... <p><u>Example (#1)</u></p> <ul style="list-style-type: none"> <u>ABCD Total Grant Amount: \$100,000.00</u> Note (#1): 20% or <u>\$20,000.00</u> is due from the Sub-Recipient before Pre-Development is started..... ----- <p><u>ABCD Development Budget</u></p> <table> <tr> <td>Pre-Development Costs</td> <td>\$10,000.00</td> </tr> <tr> <td>(+) Construction Costs</td> <td><u>\$70,000.00</u></td> </tr> <tr> <td><i>Total Development Costs</i></td> <td><i>\$80,000.00</i></td> </tr> </table> <p>Therefore, since the <i>Total Development Costs</i> is less(<) than the Total Grant Amount, the Sub-Recipient will be reimbursed its initial deposit of <u>\$20,000.00</u> (100% if possible and funding permits).</p>	Pre-Development Costs	\$10,000.00	(+) Construction Costs	<u>\$70,000.00</u>	<i>Total Development Costs</i>	<i>\$80,000.00</i>	Depends on the scope of the project, beneficiaries and need for CDBG funds.
Pre-Development Costs	\$10,000.00						
(+) Construction Costs	<u>\$70,000.00</u>						
<i>Total Development Costs</i>	<i>\$80,000.00</i>						

<p>Example (#2)</p> <ul style="list-style-type: none"> EFGH Total Grant Amount: \$100,000.00 <p>Note (#1): 20% or \$20,000.00 is due from the Sub-Recipient before a Notice to Proceed (NTP) is executed.....</p> <p>-----</p> <p>EFGH Development Budget</p> <p>Pre-Development Costs\$ 20,000.00 (+) Construction Costs \$ 95,000.00 <i>Total Development Costs \$115,000.00</i></p> <p>Therefore, since the <i>Total Development Costs</i> is greater (>) than the Total Grant Amount, the Sub-Recipient must provide the difference or <u>\$15,000.00</u>.</p> <p>Note (#2): The funds must be in the form of a <u>Cashier's Check</u>, <u>Line of Credit</u> or <u>Letter of Credit</u>. Also, this firm commitment must be in place (to be held in an escrow account) before we begin the Project.</p>	
<p>Public Services</p> <ul style="list-style-type: none"> Services for the Homeless include case management, job training/placement, mental health care, housing placement & transportation. Services for low- and moderate-income persons include services for Seniors, Youth, Victims of Domestic Violence, the Handicapped and persons with HIV/AIDS. Services include child care, Employment Training, Transportation, substance abuse counseling, housing counseling, legal services & Crime Awareness. 	<p>\$25,000 per project</p>

***** Applicant should provide documentation showing evidence to the extent and firmness of commitments to complete proposed project/programs in a timely manner. CDBG funds should NOT be the sole source of funds for the proposed projects/programs. HUD has implemented changes, to prevent activities from remaining open with no action for long time periods.**

Federal funds will not be used to supplant other funding sources.

F. What are the Geographic Areas Covered by CDBG?

- For Low- and Moderate-Income Benefit: Activities such as individual housing rehabilitation, job training or social services, which provide services directly to a low- or moderate-income person or households, can occur anywhere in the City. Activities such as a new park, which provide benefits to a neighborhood or other geographic area, rather than to individuals, are targeted to areas in which 51% of the population has incomes at or below 80% of the Augusta median income in accordance with the year 2010 Census. Eligible areas meeting this criteria are located in the following census tracts:

Entire Area of Census Tracts	Portions of Census Tracts
3, 4, 6, 7, 8, 9, 13, 14, 15, 103, 104	1, 2, 10, 16, 102, 103, 105, 106 & 107

2. For Slum and Blight Removal: A project can eliminate specific blighting conditions at a single building or site or in the City's approved slum/blight area: (N) Savannah River; (E) East Boundary (S) Laney-Walker Boulevard (W) 15th Street.

EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, under the McKinney-Vento Homeless Assistance Act, revises the Emergency Shelter Grants (ESG) Program and renames the program the Emergency Solutions Grants Program. This program enhances the Continuum of Care planning process, the coordinated response to addressing the needs of homeless individuals and families. The City anticipates receiving approximately \$151,819.00 in ESG funds for fiscal year 2016.

Note - all homeless service providers must develop a homeless service plan.

A. What are the Objectives of the ESG Program?

The objectives of the ESG program are to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents, (5) rapidly re-house homeless individuals and families, and (6) prevent families and individuals from becoming homeless.

B. What Are the Eligible Program Activities available for funding?

1. Street Outreach

Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. ***Eligible costs include engagement, case management, emergency health and mental health services, and transportation.*** ***NOTE: The eligible costs for street outreach activities differ from the eligible costs for essential services related to emergency shelter, as they are limited to those necessary to provide emergency care on the street.***

2. Emergency Shelter

- Major Rehabilitation, Conversion, or Renovation of a building to serve as a homeless shelter. Site must serve homeless persons for at least 3 or 10 years, depending on the type of renovation and the value of the building.
 - For major rehabilitation, if the rehabilitation cost of an emergency shelter exceeds 75% of the value of the building before rehabilitation, the minimum period of use is 10 years.
 - For conversion, if the cost to convert a building into an emergency shelter exceeds 75% of the value of the building after conversion, the minimum period of use is 10 years.

- For renovations other than major rehabilitation or conversion, the minimum period of use is 3 years.

Note: Property acquisition and new construction are ineligible ESG activities.

- ***Essential Services*** such as case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.
- ***Shelter Operations***, including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, relocation, and furnishings.

3. Homelessness Prevention

Housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to prevent the individual or family from becoming homeless if:

- Annual income of the individual or family is below 30 percent of median family income
- Assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.

Eligible costs include utilities, rental application fees, security deposits, last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.

4. Rapid Re-Housing

Housing relocation and stabilization services and short-and/or medium-term rental assistance, as necessary, to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing. ***Eligible costs also include utilities, rental application fees, security deposits, last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.***

5. Data Collection (HMIS)

Grant funds may be used for the costs of participating in an existing HMIS of the Continuum of Care where the project is located.

6. Administration

Up to 7.5 percent of a recipient's allocation can be used for general management, oversight, coordination, and reporting on the program.

C. What are the Limitations on the use of ESG Funds?

1. No more than 60% of the annual ESG grant may be used for street outreach and emergency shelter activities.
2. Grant administration expenses are limited to 7.5% of the grant.

D. What are the Matching Fund Requirements?

Each agency must match the funding provided by the City with an equal amount of funds from cash or the following in-kind sources: new staff or volunteer time, the donation of materials and buildings or the value of any lease on a building.

In calculating the amount of matching funds, there may be included the fair market value of any donated material or building including the value of any lease on a building; any salary paid to staff of the agency or to any nonprofit recipient in carrying out the emergency shelter program; and the time and services contributed by volunteers to carry out the emergency shelter program, determined at the rate of \$10 per hour.

Funds used to match a previous ESG grant may not be used to match a subsequent grant award.

E. Eligible Project Sponsors

Proposals will be accepted from non-profit homeless agencies.

F. What are the Funding Priorities?

Activity	Maximum Grant Award To Subrecipient/Agency
<ul style="list-style-type: none">▪ Major Rehabilitation▪ Conversion▪ Renovations other than major rehabilitation or conversion (Applicant must own property)	Maximum award limited to: \$20,000 per project - This may be exceeded to address rapid re-housing and/or homeless prevention activities only.
<ul style="list-style-type: none">▪ Essential Services	
<ul style="list-style-type: none">▪ Rental Assistance	
<ul style="list-style-type: none">▪ Stabilization Services	
<ul style="list-style-type: none">▪ Operations	

G. What are the Geographic Areas Covered by ESG?

This is a citywide program covering the entire Augusta-Richmond County city limits.

HOME INVESTMENT PARTNERSHIPS PROGRAM

The HOME Program enables the City to provide more housing affordable to LM persons. This program is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended and funded by the U.S. Department of Housing and Urban Development (HUD).

HOME funds must be matched by non-federal resources. The City anticipates receiving approximately \$673,471.00 during Year 2016.

A. What are the Objectives of the HOME Program?

1. Provide decent affordable housing to lower-income households
2. Expand the capacity of nonprofit housing providers
3. Strengthen the ability of local governments to provide housing
4. Leverage private-sector participation.

B. What Activities Are Eligible for HOME Funding?

1. Housing Rehabilitation
2. New Construction & Reconstruction
3. Tenant-Based Rental Assistance
4. Assistance to first-time homebuyers

C. What are the Limitations on the use of HOME Funds?

1. At least 15% must be reserved for Community Housing Development Organizations (CHDO's).
2. Up to 5% can be used for CHDO operating costs.
3. Up to 10% can be used by the City for Administrative Costs.

D. What are the Matching Fund Requirements?

Each jurisdiction incurs a 25% matching obligation for HOME funds it expends. Matching contributions must be:

- Cash from non-Federal sources
- Forbearance of State and Local Taxes, Charges or Fees
- Value of Donated Real Property
- Required infrastructure
- Site preparation, Construction Materials, donated labor
- Bond Financing
- Value of Sweat Equity
- Direct cost of homebuyer counseling services provided to families that acquire properties with HOME funds
- Direct cost of supportive services provided to families residing in HOME-assisted units

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM

The HOPWA Program was created through the National Affordable Housing Act of 1990, authorized by the AIDS Housing Opportunity Act of 1992 and is administered by the Office of HIV/AIDS Housing at the U.S. Department of Housing and Urban Development headquarters. The purpose of the program is to provide housing and supportive services to low income persons living with HIV/AIDS and their families. The City anticipates receiving \$1,072,089.00 during Year 2016 in HOPWA dollars.

A. What are the Objectives of the HOPWA Program?

1. Increase the availability of decent, safe and affordable housing for low income people living with HIV/AIDS.
2. Create and support affordable housing units of HIV/AIDS persons by matching HOPWA funds with other resources through community planning for comprehensive housing strategies.
3. Create partnerships and innovative strategies among state and local governments and community-based non-profit organizations to identify and serve the housing and supportive services needs of persons with HIV/AIDS.

B. What Activities Are Eligible for HOPWA Funding?

1. Housing information (counseling, referral, search, assistance, etc.)
2. Resource identification
3. Acquisition/Rehab
4. New Construction
5. Project or Tenant-based Rental Assistance
6. Short-term Rent
7. Supportive services
8. Operating Costs
9. Technical Assistance
10. Administrative expenses

C. What are the Limitations on the use of HOPWA Funds?

1. Administrative expenses for City limited to 3% of entire allocation.
2. Administrative expenses for program sponsors limited to 7.5%.

II. CDBG, ESG, HOME & HOPWA APPLICATION REVIEW PROCESS

A. Application Review

1. CDBG, ESG, HOME & HOPWA Applications – subject to review and recommendations by staff.
2. Department develops draft list of Proposed Action Plan projects and presents to the Commission's Administrative Services Committee for approval.

III. Eligible Applicants Who May Apply

The City accepts proposals from any source, including agencies, governmental entities, civic groups, and individual citizens. However, only certain types of applicants may be designated as *grant recipients*. These include governmental agencies within Augusta and private non-profit organizations serving the City of Augusta. Requests for individual assistance, either as a homeowner or for a business, should *not* be made on this application form, but as follows:

1. Individual homeowners needing housing assistance – call the Augusta Housing & Community Development (AHCD) Department (Housing Rehabilitation Program) at (706) 821-1797 for direct assistance information.
2. Individual for-profit businesses needing economic development loan assistance - call AHCD Department (Economic Development Program) at (706) 821-1797 for direct assistance information.
3. Individuals needing sidewalks, street lights, etc. – call the City's Public Works Department at (706) 796-5040.

IV. The Consolidated Plan Priorities

The City's vision of Augusta includes providing decent affordable housing, creating and maintaining safe and livable neighborhoods, and fostering economic opportunities for all of its citizens. The major focus of the Consolidated Plan will be affordable housing and homeless assistance, especially for low-to-moderate income families, as required by HUD. Key priorities include:

1. Improving the existing housing stock;
2. Increasing affordable housing opportunities;
3. Revitalizing and preserving neighborhoods;
4. Supporting a continuum of care to address the needs of families and individuals who are homeless in Augusta;
5. Supporting social services that enable families and individuals to meet their basic life needs and improve their quality of life; and
6. Improving infrastructure and public facilities to make neighborhoods more livable and safe.

NOTE: See Pages #19, 20 & 21 for a detailed list of priorities.

V. Proposal Review Schedule and Process

The grant programs operate on a calendar-year basis, with program years that begin January 1 and end December 31, with project funds being available for disbursement approximately May or June.

The proposal review/processing schedule begins well ahead of the calendar program year, due to the comprehensiveness of the proposal evaluation process, the significant amount of funding being allocated, and the large number of proposals being considered. The proposal process schedule is as follows:

April 14, 2015 – The first public hearing is held at the Municipal Building’s Community Room to inform the public about the CDBG, ESG, HOME and HOPWA programs and obtain citizens ideas on housing and community development needs in Augusta for lower income persons and their neighborhoods.

April 16, 2015 – The “How-to-Apply” application workshop will be held at the Old Government House from 10:00 am to 12:30 noon. Staff will brief potential applicants on the programs and instruct how to apply for the funds. Application packages will be available for distribution. The application deadline is Monday, June 1, 2015, 5:00 PM.

June through September: Applications are reviewed and evaluated by AHCD staff. Applications are scored based on a number of criteria. The evaluation criteria vary from one program to another (e.g. evaluation criteria for CDBG applications are different from those for the HOME program), so applicants should carefully read the application instructions for each program. Recommended projects and funding levels are then determined and the proposed Action Plan for Year 2016 is developed and submitted to the Administrative Services Committee who will subsequently make recommendations to the Commission for final project selections. Once the Commission approves the Proposed Year 2016 Annual Action Plan, it is published in the local newspapers for a 30-day public comment period. At this time a second public hearing is conducted to present the plan to the public.

October through November: The Proposed 2016 Action Plan including citizens’ comments are presented to the Commission for final approval. If approved, the plan is then finalized and submitted to HUD for receipt by November 15, 2015.

VI. Application Submission Instructions

Application Availability: Applications will be available online at www.augustaga.gov/hudapplications . AHCD staff is available to provide technical assistance on how to complete an application until Monday, May 18, 2015 @ 5:00 PM. Please send questions to HCD_feedback@augustaga.gov or call (706) 821-1797 to make an appointment if further technical assistance is needed.

VII. Other Requirements:

1. Separate Applications for Separate Projects: If you are requesting funds for two different projects, then two different applications should be submitted. (e.g. construction of facility and public services).

2. Submitting Applications. Applications for CDBG and ESG funding must be completed in full and submitted online to the Augusta-Richmond County Housing and Community Development office no later than 5:00 PM on Monday, June 1, 2015. Applications sent by mail, FAX or email will not be accepted. Late or incomplete applications will not be considered. Please complete the application in its entirety, meeting minimum threshold requirements, and conforming to federal regulations for use of funds.
3. Audit/Financial Statements: Applicant must provide one (1) copy of the most recent audit or financial statement (See 3 – “Pre-Qualification Criteria”). These audits/financial statements will be submitted as an attachment in the application.
4. Implementation Timetable: Augusta is required to expend CDBG dollars in a timely manner. Each year, HUD evaluates the City’s expenditures and if a jurisdiction has more than 1.5 times its annual grant amount unexpended, these grant dollars will be recaptured by HUD. All applicants should apply for projects that can be completed within a 12-month period. All financing for the project should be in place and committed except for the amount you are requesting local federal funds for.
5. Contractual Requirements:

Under City and Federal laws and regulations, certain requirements must be met in order to negotiate an agreement and disburse funds. These requirements include the following:

 - A. Except for economic development projects and certain types of housing projects, applicants must demonstrate that they are a private non-profit or governmental agency. If non-profit, they must be incorporated under Georgia State law and have a 501 (c) (3) status.
 - B. After an application is approved for funding, a Grant Agreement will be prepared and sent by the City to the person identified by the applicant as the authorized official for execution. The agreement will specify the amount of the award, the period for which the project is approved, duration dates, and administrative provisions. Special conditions attached to the award also will be specified in the agreement. Subrecipients will be required to file regular reports on expenditures, progress toward goals and beneficiaries. Forms for these reports will be provided with the Grant Agreement.
 - C. Subrecipients will be required to obtain adequate insurance covering workmen’s compensation, bodily injury, property damage, or automobile liability, and fidelity bond depending on the nature of the project. Also, any necessary licenses for complying with all applicable federal, state and municipal laws, codes and regulations must be obtained.
 - D. Subrecipients will be required to comply with affirmative action and equal opportunity laws. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.

GLOSSARY OF TERMS

Acronym	Definition
501(c)(3)	Corporations, and any community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, etc. purposes that receive an exemption from federal taxation under Section 501(c)(3) of the Internal Revenue Code
501(c)(4)	Civic leagues or organizations not organized for profit but operated exclusively for the promotion of social welfare, or local associations of employees, the membership of which is limited to the employees of a designated person or persons in a particular municipality, and the net earnings of which are devoted exclusively to charitable, educational or recreational purposes.
AP	Action Plan – A jurisdiction annual plan that gives specific information about how the jurisdiction will use its Federal funds to work toward reaching the goals set forth in its Consolidated Plan.
CDBG	Community Development Block Grant Program – Federal program authorized for community development as a result of Title I of the Housing and Community Development Act of 1974, as amended.
CBDO	Community Based Development Organization – Agency established for the purpose of providing neighborhood revitalization, community economic development, or energy conservation under the CDBG Program.
CHDO	Community Housing Development Organization – A private, nonprofit organization organized under State or local laws for the specific purpose of developing housing.
CP	Consolidated Plan – A jurisdiction long-term strategic plan (3-5 years) that describes community needs, resources, priorities and proposed activities to be undertaken under certain U.S. Department of Housing programs.
ESG	Emergency Solutions Grant Program – Federal program authorized specifically to assist homeless and at-risk persons as a result of Subtitle B of Title IV of the Stewart B. McKinney Homeless Assistance Act, (modified through the HEARTH Act of 2009).
HOPWA	Housing Opportunities for Persons With AIDS – Federal program created through the National Affordable Housing Act of 1990 and authorized by the AIDS Housing Opportunity Act of 1992. Funds are authorized for use for housing and supportive services for persons medically diagnosed with HIV/AIDS.
HOME	HOME Investment Partnerships Program – Federal program authorized for housing activities as the result of Title II of the Cranston-Gonzalez National Affordable Housing Act as amended
Entitlement Jurisdiction	A state or unit of general local government designated by Congress to receive federal funds.
Project Sponsor	Agency applying for funds
Subrecipient	A public agency or Non-profit agency that receives Federal funds to carry out an eligible activity under a federal program.

CONSOLIDATED PLAN PRIORITIES

HOUSING NEEDS

PRIORITY HOUSING NEEDS (households)		Priority Need Level High, Medium, Low	
Renter	Small Related	0-30%	H
		31-50%	M
		51-80%	L
	Large Related	0-30%	H
		31-50%	M
		51-80%	L
	Elderly	0-30%	H
		31-50%	M
		51-80%	L
	All Other	0-30%	H
		31-50%	M
		51-80%	L
Owner	0-30%		H
	31-50%		M
	51-80%		L
Special Needs		0-80%	H

HOUSING: Homeless and Special Needs Population

		Relative Priority
Individuals		
Example	Emergency Shelter	M
Beds / Units	Emergency Shelter	L
	Transitional Housing	M
	Permanent Housing	H
Estimated Supportive Services Slots	Job Training	H
	Case Management	M
	Substance Abuse Treatment	H
	Mental Health Care	M
	Housing Placement	M
	Life Skills Training	H
	Other	
	- Primary Health Care	M
	- Job Placement	M
	- Homeless Prevention	H
	- Transportation	L
	- Health Care/Vision/Dental	L
	- Food Aid	L
	- Clothing	L
Estimated Sub-populations	- Furniture/Goods	M
	- Legal Assistance	H
	- Respite Care	H
	Chronic Substance Abusers	M
	Seriously Mentally Ill	H
	Dually – Diagnosed	H
	Veterans	L
	Persons with HIV/AIDS	H
	Victims of Domestic Violence	H
	Youth	H
	Other	M

- Though this is a list of local priorities, HUD has also identified Rapid Re-housing activities as a high priority at the national level.

CURRENT COMMUNITY DEVELOPMENT NEEDS

PRIORITY COMMUNITY DEVELOPMENT NEEDS	Priority Need Level High, Medium, Low, No Such Need
PUBLIC FACILITY NEEDS (projects)	
Senior Centers	H
Handicapped Centers	M
Homeless Facilities	H
Youth Centers	M
Child Care Centers	M
Health Facilities	M
Neighborhood Facilities	H
Parks and/or Recreation Facilities	H
Parking Facilities	M
Non-Residential Historic Preservation	L
Other Public Facility Needs	L
INFRASTRUCTURE (projects)	
Water/Sewer Improvements	M
Street Improvements	M
Sidewalks	M
Solid Waste Disposal Improvements	M
Flood Drain Improvements	H
Other Infrastructure Needs: - Privately Owned Utility Connections	H
PUBLIC SERVICE NEEDS (people)	
Senior Services	H
Handicapped Services	H
Youth Services	H
Child Care Services	H
Transportation Services	M
Substance Abuse Services	H
Employment Training	H
Health Services	H
Homeless Services	H
Victims of Domestic Violence	H
Abused & Neglected Children	H
Lead Hazard Screening	L
Crime Awareness	H
Other Public Service Needs: - Emergency Financial Assistance - Fair Housing - Legal - Mental - Other	H H M M L
ECONOMIC DEVELOPMENT	
ED Assistance to For-Profits(businesses)	H
ED Technical Assistance(businesses)	H
Micro-Enterprise Assistance(businesses)	H
Rehab; Publicly- or Privately-Owned Commercial/Industrial (projects)	M
C/I* Infrastructure Development (projects)	L
Other C/I* Improvements(projects)	L

PRIORITY COMMUNITY DEVELOPMENT NEEDS	Priority Need Level High, Medium, Low, No Such Need
OTHER COMMUNITY DEVELOPMENT NEEDS	
Energy Efficiency Improvements	M
Lead-Based Paint/Hazards	H
Code Enforcement	H
Clearance & Demolition	H
PLANNING	
Planning:	
- General	M
- Fair Housing	H

*Commercial/Industrial